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SECRETARY OF THE AIR FORCE**

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Personnel

**SERVICE DATES AND
DATES OF RANK**

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This manual implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development*, AFPD 36-30, *Military Entitlements*, and Department of Defense Instruction 1310.01, *Rank and Seniority of Commissioned Officers*. This manual explains how to compute service dates and dates of rank and establishes who computes, records, reports, and corrects them. This manual applies to Regular Air Force, Air National Guard, and Air Force Reserve Airmen. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for military accession policy. This manual may be supplemented at any level; all major command-level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. Refer recommended changes and questions about this manual to the office of primary responsibility using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this manual are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. This manual requires the collection and or maintenance of information protected by Title 5, United States Code (USC) Section (§) 552a, *The Privacy Act of 1974*, and authorized by 10 USC § 8013, *Secretary of the Air Force*; 37 USC § 205, *Computation: Service Creditable*; and Executive Order 13478, *Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers*. The applicable system of record notices, F033 AF B, *Privacy Act Request File* and F036 AF PC C, *Military Personnel Records System* are

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SUMMARY OF CHANGES

This publication was changed from an Air Force Instruction to an Air Force Manual. Tiers have been added to identify waiver authorities as required by AFI 33-360. Clarification of responsibilities for computing, validating and inputting into the Military Personnel Data System for Total Force personnel was added.

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Chapter 1

ROLES AND RESPONSIBILITIES

1.1. The Headquarters Air Force, Director of Military Force Management Policy (AF/A1P). Sets policy and provides guidance for computing service dates and dates of rank.

1.2. The Commander of the Air Force Personnel Center (AFPC/CC). Ensure execution of policy for computing Regular Air Force (RegAF) service dates and dates of rank.

1.2.1. Air Force Personnel Center (AFPC), Sustainment Division, Line Officer Accessions Branch, Service Verification Section (AFPC/DP2LT).

1.2.1.1. Computes and enters all service dates into Military Personnel Data System (MILPDS).

1.2.1.2. Prepares an AF Form 1613, *Statement of Service*, on all members gained to the permanent Military Personnel Section within 120 days from date arrived at permanent duty station

1.2.1.3. Forwards a copy of the AF Form 1613 to the Automated Records Management System for filing in the member's Master Personnel Record Group.

1.2.1.4. Updates service dates in MILPDS for prior-service enlisted members entering the RegAF.

1.2.1.5. Completes a service dates verification/review on all members at 18 years TAFMS prior to computing the 1405 service date. See **Table 2.1** for explanation. If the member does not agree with the service dates as a result of the verification, the member forwards a request to AFPC/DP2LT for service date re-validation.

1.2.1.6. Computes and enters in MILPDS the Current Grade Date of Rank (CGDOR) of all initial commissioned officers on the Active Duty List.

1.2.1.7. Adjusts service dates for members charged with time lost under 10 USC § 972, *Members: effect of time lost*.

1.2.2. The AFPC Officer Promotions Branch (AFPC/DP2SPP) updates the CGDOR on subsequent officer promotions.

1.3. The Commander of the Air Reserve Personnel Center (ARPC/CC). Ensures execution of policy for computing Air Force Reserve service dates and dates of rank.

1.3.1. Air Reserve Personnel Center (ARPC), Selection Board Secretariat (ARPC/PB).

1.3.1.1. Computes and enters into MILPDS the following: date of rank (DOR), current grade and permanent grade effective dates of all commissioned officers on the Reserve Active Status List.

1.3.1.2. Adjusts service dates for officers charged with time lost under 10 USC § 972.

1.3.2. The ARPC Point Credit and Accounting Division (ARPC/DPT) enters service history and points into MILPDS for all Air Force Reserve (AFR) and Air National Guard (ANG) members. MILPDS computes the active duty points into years, months, and days through the

closeout of the last retention/retirement year for the following: Total Active Federal Military Service (TAFMS) and Total Active Federal Commissioned Service (TAFCS).

1.3.3. For all AFR and ANG enlisted members, ARPC/DPT or servicing Force Support Squadron, as appropriate:

1.3.3.1. Updates service dates in MILPDS for prior-service members.

1.3.3.2. Computes the TAFMS date, extended active duty, DIERF, and pay date for:

1.3.3.2.1. Prior-service Airmen who enlist after a break in service.

1.3.3.2.2. Enlisted charged with time lost under 10 USC § 972.

1.3.3.3. Completes a service dates verification/review on all enlisted members at 18 years TAFMS prior to computing the 1405 service date.

1.3.4. The Directorate of Assignments, Assignments Division (ARPC/DPA), upon original appointment to the Selected Reserve, computes or validates as required: Date Initial Entry Reserve Forces (DIERF), Date Initial Entry Uniformed Service (DIEUS), pay date, Total Federal Commissioned Service Date (TFCSD), and Total Years Service Date (TYSD). The servicing Force Support Squadron inputs dates into MILPDS as required.

1.3.5. For accountability, ARPC/DPA verifies and corrects pay date, TFCSD, TYSD, DIEUS, and DIERF on ANG officers after they are gained to file.

1.4. The ANG, Director of Personnel (NGB/A1). Ensures execution of policy for computing ANG service dates and dates of rank.

1.4.1. The ANG Officer Program Branch (NGB/A1PO).

1.4.1.1. Computes all service dates and provides a Temporary Appointment Memorandum to the state.

1.4.1.2. Adjusts service dates for officers charged with time lost under 10 USC § 972.

1.4.1.3. Computes and enters in MILPDS the DOR of all initial commissioned officers in the ANG.

1.4.2. The ANG Officer Promotions Branch (NGB/A1P) updates the DOR on subsequent officer promotions.

Chapter 2

COMPUTING, RECORDING, AND REPORTING SERVICE DATES

2.1. Overview. The military has many different service dates. A member can have different service dates for different purposes ranging from promotion eligibility to military pay. Generally speaking, service dates are established upon original entry into the military. These dates may be modified, however, due to a break in service or promotion. See [Table 2.1](#) for an explanation of all service dates.

Table 2.1. Explanation of Service Dates.

R U L E	A	B	C
	If service date to be computed is	and individual is	then this date includes
1	TAFMS date (See note 1)	enlisted, officer, or warrant officer	all periods of active federal military service in commissioned, warrant, flight officer, or enlisted status. When there is no break in active duty service from date of original entry of such duty, TAFMS date is the date of original entry on active duty. When there is a break in active duty, TAFMS date is later than the date of original entry on active duty by a period equal to the break or breaks. Does not include active duty while a student at the Uniformed Services University of Health Sciences (USUHS) or Health Professions Scholarship Program (HPSP) or Financial Assistance Program (FAP). For enlisted only, includes concurrent enlisted cadet status and solely cadet status at a service academy.
2	TAFCS date (See note 1)	an officer or chief warrant officer	all periods of active duty federal commissioned service. When there is no break in active duty commissioned service from original date of entry on active duty in such status, TAFCS date is the date of original entry on active duty in commissioned status. When there is a break the TAFCS date is later than the date of original entry on active duty in commissioned status by a period equal to the break or breaks. Does not include active duty while a student at USUHS, HPSP or FAP.

3	TFCSD	an officer or chief warrant officer	all periods of federally recognized commissioned service, whether active or non-active duty. When there is no break in commissioned service from date of acceptance of original commission or from date of original federal recognition, TFCSD is the date of acceptance of original commission or the date of federal recognition, as appropriate. When there is a break, the TFCSD is adjusted, as required, due to creditable/non-creditable service. (See note 10)
4	TYSD	an Air Reserve Component (ARC) officer	all service as a commissioned officer of any uniformed service. (See notes 2, 3 and 10)
5	DOR	an ARC officer	all service in the current Reserve grade except periods of service in a non-promotable category [i.e., Temporary Disability Retired List or Inactive Status List Reserve Section]. (See note 4 and 5)
6		enlisted	Initial DOR equal to the date of enlistment or effective date of promotion. Adjust the DOR to account for time served in the grade.
7	Current Grade Date of Rank (CGDOR)	a Regular component officer	service credit awarded in accordance with AFI 36-2005, <i>Officer Accessions</i> , that exceeds the service credit required for appointment in the entry grade; or all service in the grade in which ordered to active service except period of service in a non-promotable category (i.e., Temporary Disability Retired List or Inactive Status List Reserve Section).
8	Total Enlisted Military Service Date (TEMSD)	enlisted	all periods of active and inactive enlisted service creditable for basic pay (usually, the TEMSD is the same date as the pay date). (See note 6)
9	Pay Date	enlisted or officer	service computed according to the Department of Defense Financial Management Regulation Volume 7A, <i>Military Pay Policy – Active Duty and Reserve Pay</i> , Chapter 1, paragraph 010204A.

10	Extended Active Duty (see note 7)	enlisted	time from the date the member entered on current tour of extended active duty (Regular or Reserve), backdated by the amount of time served on active duty (commissioned or enlisted) without a break in active duty. For example, a member graduating from Officer Training School (OTS) is assigned an extended active duty date equal to the date of acceptance as a commissioned officer. Later, the member involuntarily separates and immediately enlists in the RegAF. In this case, backdate the extended active duty date to the date of enlistment for OTS.
11		a Regular officer or warrant officer	service from the date of acceptance of commission or appointment in the RegAF.
12		an ARC officer	service from the date the member entered on current tour of extended active duty (do not change this date for officers who are appointed in the Air Force while serving on extended active duty as an enlisted member in the Air Force, or for non-career officers with an established date of separation who accept Career Reserve Status while serving under a specified period of time contract). However, the extended active duty date of an ARC officer who transfers to the Air Force while on extended active duty with another service is the date the officer is ordered to extended active duty with the Air Force. When an officer enters extended active duty while serving on a specified short tour of active duty for training, the extended active duty is the date the officer enters extended active duty.
13	1405 Service Date (service for retirement pay multiplier)	enlisted or officer with "18-plus years active military service"	all service creditable under 10 USC § 1405, <i>Years of service</i> , (AFR and ANG) computed according to AFI 36-3203, <i>Service Retirements</i> . Include service for basic pay before 1 June 1958; all active duty after 31 May 1958; one day for each inactive duty point earned while not on active duty limited to maximum allowable points, including membership points in any one retirement year (10 USC § 12733, <i>Computation of retired pay: computation of years of service</i>).

14	DIEUS	enlisted, officer, or warrant officer	service from the date of initial acceptance of commission, appointment, or enlistment in any branch of a Uniformed Service (Regular or Reserve; active or inactive). This is a fixed date and is not adjusted for time lost or breaks in service. It includes enlistment as a Reserve in the Reserve Officers' Training Corps (ROTC) program, or as a scholarship cadet or midshipman under 10 USC § 2107, <i>Financial assistance program for specially selected members</i> or 10 USC § 2107a, <i>Financial assistance program for specially selected members: Army Reserve and Army National Guard</i> , enlistment under 10 USC § 12103, <i>Reserve components: terms</i> , enlistment in active component delayed entry/enlistment program, and entrance as a cadet or midshipman at a service academy.
15	DIERF	enlisted, officer, or warrant officer in any reserve or national guard component	the date of initial acceptance of commission, appointment, or enlistment in any Reserve component of the Armed Forces. This is a fixed date and is not adjusted for time lost or breaks in service. Enlistment or commissioning not for initial affiliation with a participating Reserve program, the DIERF is the subsequent date that the individual re-affiliates with the Reserve component. This date does not include time in the active component, delayed entry/enlistment program, ROTC, or professional appointment program (see note 8). This date can be later than the pay date.
16	Current Grade Effective Date/Permanent Grade Effective Date	enlisted or officer	the date an individual is entitled to the pay and authority of the grade (see note 9 for officers).

NOTES:

1. If a Reserve member is not on extended active duty, compute the TAFMS date and TAFCS date in years, months, days from the point credit summary (AFI 36-2254, Volume 1, *Reserve Personnel Participation*) or equivalent from any uniformed service.
2. DOR is used to determine a commissioned officer's eligibility for an ARC promotion. TFCSD determines active ARC status based on maximum service under 10 USC § 14507, ***Removal from the reserve active-status list for years of service: reserve lieutenant colonels***

and colonels of the Army, Air Force, and Marine Corps and reserve commanders and captains of the Navy, or 10 USC § 14508, Removal from the reserve active-status list for years of service: reserve general and flag officers, (a) and (b) for officers appointed on or after 1 July 1955.

3. Limit service credit according to AFI 36-2005.
4. Use DOR to determine the eligibility for Reserve promotion under Public Law 103-337, 108 Stat. 3026, *The Reserve Officer Personnel Management Act*. When promoted, award a DOR according to AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*. ARPC/PB is the office of primary responsibility for Reserve officers. NGB/A1 is the office of primary responsibility for ANG officers.
5. When on extended active duty, DOR equals permanent grade DOR unless one of the following applies: either the officer's permanent grade is higher than the current grade, or the permanent grade DOR is earlier than the CGDOR when the permanent and current grade are equal.
6. TEMSD applies only to master and senior master sergeants.
7. Active duty pay begins the date an ARC member begins travel in compliance with an extended active duty order. Use the travel voucher or Department of Defense (DD) Form 220, *Active Duty Report*, in determining extended active duty. The extended active duty date cannot be earlier than the date reflected on the AF Form 766, *Extended Active Duty Order* (block 13). If travel is earlier than extended active duty order, then establish extended active duty as first day of extended active duty order. If travel is on or after the extended active duty order, then establish the extended active duty date as the first day of travel determined by the travel voucher or DD Form 220. If transferring components and member is discharged (DD Form 214, *Certificate of Release or Discharge from Active Duty Discharge Certificate*) more than one day prior to the first day of travel, a break of active duty occurs.
8. If an ROTC graduate chooses to participate in the Selected Reserve instead of RegAF, the DIERF is the date of commissioning, if there is no earlier qualifying date.
9. These dates are never earlier than TFCSD. If the officer receives constructive credit according to AFI 36-2005 do not reflect it in either date.
10. For ANG officers include all service in a federally recognized commissioned status in the National Guard; all service in the National Guard after 14 June 1933, when such service was continuous from the date of federal recognition as a National Guard officer to the date of appointment in the National Guard; and all service credited under 10 USC § 12207, *Commissioned officers: service credit upon original appointment* (service in the Women's Army Auxiliary Corps is not creditable).

Table 2.2. Required Service Dates for Officers, Warrant Officers and Enlisted.

R U L E	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	If member is	and on active duty	then the following service dates are required:											
			T A F M S	T A F C S	T F C S D	T Y S D	D O R	T E M S D (see note 1)	P a y D a t e	E A D a t e	C G D O R	1405 Svc date (see note 2)	D I E U S	D I E R F
1	Enlisted (see note 3)	Yes	X					X	X	X		X	X	
2		No						X	X				X	X
3	a Reserve commissioned officer (see note 3)	yes	X	X	X	X	X		X	X	X	X	X	
4		No		X	X	X	X		X				X	X
5	a Regular commissioned officer	yes	X	X	X				X	X	X	X	X	
6	a warrant officer	No	X						X		X		X	X

NOTES:

1. Pertains only to enlisted personnel in grades master sergeant and senior master sergeant.
2. The 1405 service date (for the retirement pay multiplier) for officers and enlisted on attaining 18 years of active military service.
3. If an ARC member is on extended active duty, compute the TAFMS date and TAFCS date in years, months, and days from the point credit summary.

2.2. Computing Service Dates. AFPC, ARPC, and NGB/A1 compute service dates. **Table 2.3** shows the service that may be credited when computing the TAFMS date, Total Federal Military Service Date (TFMSD), TAFCS date, TFCSD, TYSD, TEMSD, the pay date, and the 1405 service date (terms explained in **Table 2.1**). The Department of Defense Financial Management Regulation Volume 7A, Chapter 1, paragraph 010204A explains how to compute the basic pay date. Use **Table 2.1**, Rules 14 and 15, to determine the DIEUS and DIERF dates.

2.2.1. Do not adjust service dates and DOR for RegAF officers appointed before 15 September 1981, because of Public Law 96-513, *the Defense Officer Personnel Management Act*, except as Defense Officer Personnel Management Act authorizes. Continue to apply regulations in effect before 15 September 1981, when you need to verify or adjust these officers' service dates.

2.2.2. Do not adjust service dates and dates of rank for Reserve officers appointed before 1 October 1996, because of the Reserve Officer Personnel Management Act, except as Reserve Officer Personnel Management Act authorizes. Continue to apply regulations in effect before 1 October 1996, when you need to verify or adjust these officers' service dates.

2.2.3. AFPC/DP2LT or ARPC/DPT restores service dates to the member's original dates prior to separation or discharge when a court order or the Air Force Board for Correction of Military Records mandates reinstatement.

2.2.4. In computing the TFCSD of AFR officers or chief warrant officers, begin with the date the officer accepted a commission. For ANG officers, start with date of federal recognition.

2.2.5. In converting months into days and days into months, consider each month as 30 days (including February).

2.2.6. In subtracting inclusive dates, add one day to the remainder. **Exception:** If remainder is 31 do not add a day to the total.

2.2.7. If a computed service date is 30 February, record it as 1 March. If a computed service date is 29 February, record it as 29 February, even if the year is not a leap year.

2.2.8. If a computed service date is in a leap year, change 29 February to 30 February, but do not change 28 February. In other than leap year, change 28 February to 30 February. Never change the beginning date.

2.2.9. If a member enters on extended active duty while on a tour of active duty for training, or active duty, or on the day after the last day of the active duty for training or active duty tour, there is no break in active service. Consider TAFMS date and TAFCS date as the first day of the tour and backdate them by previous creditable active duty service.

2.2.10. In computing the TAFMS date, TFMSD, TAFCS date, TFCSD, TYSD, and TEMSD, include all periods of active duty for training. For a tour of 30 days or less, count the actual number of days.

Table 2.3. Creditable Service for TAFMS date, TAFCS date, TFCSD, TYSD, TEMSD, Pay Date, and 1405 Service Date.

L I N E	A	B	C	D	E	F	G	H
	Creditable Service in	TAFMS date (see notes 1, 5, and 13)	TAFCS date (see notes 2, 5, and 13)	TFCSD (see notes 3 and 5)	TYSD (see notes 3 and 5)	TEMSD (see note 4)	Pay Date (see note 5)	1405 Svc Date (see notes 6, 7 and 8)
1	Regular component of the US Armed Forces	X	X	X	X	X	X	X
2	Reserve component of the US Armed Forces (see notes 9 and 10)	X	X	X	X	X	X	X
3	National Guard (Army or Air)	X	X	X	X	X	X	X
4	US Armed Forces	X	X	X	X	X	X	X
5	Public Health Service	X	X	X	X		X (see note 11)	X (see note 11)
6	Reserve Corps of the Public Health Service			X	X		X (see note 11)	X (see note 11)
7	Nurse Corps of the Public Health Service	X	X	X	X		X	X
8	Nurse Corps Reserve of the Public Health Service			X	X		X	X
9	National Oceanic and Atmospheric Administration	X	X	X	X		X (see note 11)	X (see note 11)

10	Constructive service credit awarded				X			
11	Constructive service credit awarded an Medical Corps or Dental Corps officer				X		X (see note 11)	X(see note 11)
12	Any period on and after 12 December 1941 when an enlisted member of the armed forces stays in service beyond expiration term of service for medical treatment or hospitalization for disease or injury incident to service and not due to misconduct	X				X	X	X
13	Service as a cadet or midshipman at a service academy is creditable for enlisted Airmen (see note 12)	X					X	X
14	Count service performed under a fraudulent enlistment that the government has not voided. Do not count such service if the Government determines it to be fraudulent and voids it for the reason.	X				X	X	X

15	USUHS			X		(see note 11)	(see note 11)
16	Service before 16 April 1947 while holding an appointment as nurse, Reserve nurse, physical therapist, dietitian, or commissioned officer in the Army Nurse Corps, the Navy Nurse Corps, or Reserve components thereof as they existed before 16 April 1947	X	X	X	X	X	X

NOTES:

1. Credit extended active duty, including active duty for training for active Reserve and National Guard personnel, as a commissioned officer, commissioned warrant officer, Army field clerk, and enlisted member of the uniformed services (to include service under 32 USC § 503, *Participation in field exercises*, 32 USC § 504, *National Guard Schools and small arms competitions*, and 32 USC § 505, *Army and Air Force schools and field exercises*).
2. Credit extended active duty, including active duty for training as a commissioned officer and commissioned warrant officer of the uniformed services (to include service under 32 USC §§ 503, 504, and 505).
3. Credit active and non-active duty as a commissioned officer and commissioned warrant officer. This includes any period for which a member of the armed forces is on one of the following: the Regular retired list as a commissioned officer or commissioned warrant officer; a non-Regular retired list (such as Reserve Retired), if the member concurrently holds a valid commission, or a Temporary Disability Retired List. Do not count any period more than once.
4. Credit only enlisted service. This date only applies to master sergeants and senior master sergeants. See AFI 36-2502, *Airman Promotion/Demotion Programs*, for further information.
5. Do not credit active duty while a student in the HPSP or the USUHS as active military or active commissioned service. Credit service while in the HPSP or USUHS for TFCSD and TYSD. For Regular or Reserve members who have been reappointed to Medical Service Corps, Biomedical Sciences Corps, or Nurse Corps or who graduated from the HPSP or USUHS, reduce credited service by the amount of time in the HPSP or USUHS program.
6. For USUHS participants whose enrollment is terminated before graduation, the service at USUHS is creditable in determining years of service for retired pay multiplier under 10 USC § 1405.
7. Do not credit time spent in the Inactive Status List Reserve Section, or any other inactive Reserve service after 31 May 1958. In accordance with 10 USC § 12733, creditable service includes: all service for basic pay before 1 June 1958; all active duty after 31 May 1958; one day for each inactive duty point earned while not on active duty (including membership points) in any one retirement year, limited to: 60 points (1 Jun 58 through 22 Sep 96); 75 points (23 Sep 96 through 29 Oct 00); 90 points (30 Oct 00 through 29 Oct 07); 130 points (30 Oct 07, and in any subsequent year of service).

8. **Table 2.1.**, Rule 13, defines creditable service. It is not retroactive or grandfathered for retirement.
9. For officers, do not credit service performed in advanced Reserve Officer Training Corps after 12 October 1964, for any purpose except military service obligation (10 USC § 2106, *Advanced training; commission on completion*, and 10 USC § 2107). For enlisted members, credit only pay for members disenrolled from Reserve Officer Training Corps.
10. Service as an enlisted member in the AFR under the delayed entry/enlistment program before 1 Jan 85 is creditable for pay. The time between the date of enlistment in the delayed entry/enlistment program and the date the member begins serving on active duty in a regular component is creditable for pay if the date of enlistment in the Reserve component is before 1 January 1985. For Reserve enlistments after 27 November 1989, the time served in a Reserve component prior to the member's entry on active duty or active duty for training is creditable if the member performs inactive duty for training between the date of enlistment in the Reserve component and the date of entry on active duty, or active duty for training.
11. Include the constructive service credit in computing the pay date and 1405 service date authorized under 37 USC §§ 205a(7) and (8) as repealed by the Defense Officer Personnel Management Act for persons who on 14 September 1981 were medical or dental officers in the armed forces, or participating in a program leading to an Medical Corps or Dental Corps appointment and were subsequently reappointed as an Medical Corps or Dental Corps officer, or who held an Medical Corps or Dental Corps commission in the Public Health Service. USUHS credit is for post-Defense Officer Personnel Management Act students only. The maximum constructive service credit is four years for Medical Corps or Dental Corps officers and one additional year for medical officers who completed a medical internship or equivalent or entered military status while serving such internship. Credit Public Health Service for pay provided it does not duplicate a period of professional training awarded under computation of constructive service credit under 37 USC §§ 205a(7) and (8). Only officers who took the oath of office on 14 September 1981 or earlier are eligible for this service credit. Members entitled to this constructive service credit on 14 September 1981, who are subsequently discharged and later reappointed a Medical Corps or Dental Corps officer remain eligible for this constructive service credit regardless of the break in service.
12. Credit service as a cadet or midshipman at a military service academy only for enlisted personnel. Do not credit such service for officers in accordance with 10 USC § 971, *Service credit: officers may not count service performed while serving as a cadet or midshipman. (T-0)* However, if a commissioned officer who attended a military service academy reverts to an enlisted status, then credit the time served at an academy. Do not credit such service if re-commissioned from enlisted status. Credit the time served at a military service academy preparatory school in an enlisted status for both enlisted and officer personnel.
13. The ARCs do not use specific dates for the TAFMS date and TAFCS date; instead, they work with an amount of time (years, months, and days).

2.3. Changing Service Dates of Personnel with Lost Time. AFI 36-2134, *Air Force Strength Accounting Duty Status Program*, is the governing directive for the Air Force duty status program and defines the conditions that may result in lost time reporting. Department of Defense Financial Management Regulation, Volume 7A, Chapter 1, paragraph 010204A, provides specifics and illustrations on how to compute service dates for Airmen with lost time.

Chapter 3

COMPUTING, RECORDING, AND REPORTING CURRENT GRADE DATE OF RANK AND DATE OF RANK

3.1. Determining the Initial CGDOR and DOR of Commissioned Officers. Use [Table 3.1](#) to determine which service is creditable for CGDOR and DOR calculations.

3.1.1. The CGDOR or DOR, as appropriate, in a grade held as a result of a promotion is the effective date of the promotion.

3.1.2. The CGDOR of a Regular officer on original appointment is the date of appointment, unless:

3.1.2.1. The officer receives constructive service or entry grade credit, the CGDOR reflects an earlier date determined by the extent to which the service credit exceeds the credit required for the officer's appointment grade.

3.1.2.2. The officer transferred from another Air Force component in the same or comparable competitive category without a break in service, the CGDOR is the same as that held by the officer immediately before reappointment.

3.1.3. Judge advocates and physicians ordered to extended active duty in a grade established according to AFI 36-2005, Table 6.1, Rules 2 through 10.

3.1.3.1. For physicians appointed in the grade of lieutenant colonel or colonel and ordered to extended active duty, the CGDOR is equal to the commissioning date and the CGDOR effective date is the extended active duty date.

3.1.4. For Line of the Air Force officers ordered to extended active duty in the grade of second lieutenant, credit one day for each day that the officer performed active--but not active duty--commissioned service, if all of the following conditions apply:

3.1.4.1. The officer was commissioned through Air Force Reserve Officer Training Corps (AFROTC) before 1 July 1992;

3.1.4.2. The officer's extended active duty was delayed under AFI 36-2011, *Air Force Reserve Officers' Training Corps (AFROTC) Program*, before 1 June 1999 for full-time instruction in graduate or professional studies.

3.1.4.3. The officer receives the graduate or professional degree before beginning extended active duty; or the officer's delay terminates because of an order to meet Air Force requirements, in accordance with AFI 36-2011. **Note:** Do not use this provision when a delay terminates because the officer fails to maintain acceptable academic or retention standards or fails to comply with Air Force Institute of Technology requirements as AFI 36-2011 directs.

3.1.5. Adjust the CGDOR or DOR, as appropriate, of a retired officer ordered to extended active duty by adding the period between the retirement date and the effective date of extended active duty to the CGDOR or DOR, as appropriate, held at retirement.

3.1.6. An officer on the Temporary Disability Retired List retains the CGDOR or DOR, as appropriate, held prior to going on the Temporary Disability Retired List. The active duty order announces the DOR.

3.1.7. A Regular officer who accepts a Reserve commission and transfers to the Reserve Active Status List in the same grade and competitive category without a break in service retains their CGDOR. The DOR is the CGDOR.

3.1.8. An ARC officer who accepts a Regular commission and transfers to the Active Duty List in the current Reserve grade held retains their DOR. The CGDOR effective date is adjusted to the date the officer transferred to the Active Duty List if the officer was continuously assigned to the Selected Reserve since the most recent promotion.

3.1.8.1. Effective 1 October 1996, ARC officers transferred to the Active Duty List from the Reserve Active Status List maintain their rank and DOR, except as noted in [paragraphs 3.1.8.2 through 3.1.8.4](#)

3.1.8.2. For officers assigned to the Inactive Status List Reserve Section or the Retired Reserve since the most recent promotion, their DOR is adjusted when transferred to the Active Duty List. Compute adjusted DOR by subtracting current DOR from the date assigned to the Inactive Status List Reserve Section or the Retired Reserve, resulting in years, months, and days of creditable service in current grade. Subtract creditable service from Effective Date Change Strength Accountability (date returned to an active status) resulting in an adjusted DOR. CGDOR effective date is Effective Date Change Strength Accountability.

3.1.8.3. For any Other Than Selected Reserve assignment, except the Inactive Status List Reserve Section or the Retired Reserve, since the most recent promotion, credit half a day for each day of commissioned service while assigned to Other Than Selected Reserve.

3.1.8.4. Officers on the Reserve Active Status List, selected for promotion by a mandatory promotion board or a special selection board, and who before being promoted are placed on the Active Duty List of the same armed force and in the same competitive category, shall be placed on an appropriate promotion list for officers on the Active Duty List. (T-0) The effective date of promotion and DOR shall be the same as if the officer had been selected to the grade concerned by the promotion board for Active Duty List officers. (T-0)

3.1.9. Officers who separate from and later return to active status retain the CGDOR held at time of separation, provided one of the following applies:

3.1.9.1. The officer is returning to active status in the same grade and same competitive category (regardless of branch of service) within one year of release or discharge

3.1.9.2. The officer is a Medical Corps officer returning to active status after completing a military leave of absence (redeferment) authorized by the AFPC Physician Career Management Branch (AFPC/DP2NP).

3.1.10. ROTC cadets appointed as second lieutenants in the AFR under 10 USC § 2106 or 10 USC § 2107 use the following rules.

3.1.10.1. For officers who commission and are ordered to RegAF active duty in May or June, the CGDOR equals the graduation date of the United States Service Academy for that particular year.

3.1.10.2. For officers commissioned from 1 July through 30 April, regardless of when ordered to RegAF active duty, compute according to [paragraph 3.1.8.3](#)

3.1.10.3. For a Reserve or ANG officer entering extended active duty under Title 32 or Title 10 the CGDOR equals the Reserve DOR.

3.1.11. For an officer transferring from another branch of service (regular to regular) according to AFI 36-2005, the CGDOR equals the DOR announced in the active duty order.

3.1.11.1. AFPC/DP2LT, Medical and Chaplain Career Management Division (AFPC/DP2N), Professional Development Directorate, Office of The Judge Advocate General (AF/JAX) manually computes constructive service credit in accordance with AFI 36-2005. Constructive service credit may consist of but not limited to advanced degrees, professional and work experience in the specialty or prior service as an officer to include United States Public Health Service as applicable.

Table 3.1. Creditable Service for DOR of Commissioned Officers (see notes 1 and 5).

To determine creditable service for DOR for officers appointed, promoted or transferred to the Air Force go to rows A – G then follow rules 1 – 7 to count creditable service found in H – N.								
R U L E	If officer was	1	2	3	4	5	6	7
A	appointed in the Air Force to the current grade before 1 July 1955	Yes						
B	appointed in the Air Force to current grade after 30 June 1955		Yes					
C	appointed in the Air Force to current grade after 30 September 1996 (see note 5)			Yes				
D	appointed in May or Jun of any year as 2nd Lieutenant under 10 USC § 2106(b) or § 2107(e) before 30 July 1976				Yes			
E	transferred to the Air Force under § 716, <i>Commissioned officers: transfers among the armed forces, the National Oceanic and Atmospheric Administration, and the Public Health Service</i> , while on active duty					Yes		
F	transferred to the Air Force under 10 USC § 716, before 25 Apr 1961 while not on active duty						Yes	

G	transferred to the Air Force under 10 USC § 716, after 24 Apr 1961 while not on active duty							Yes
then count (see note 1 and 4)								
H	service from date of acceptance or from effective date of Federal recognition	X (see note 2)	X	X		X	X	X
I	constructive service awarded under AFI 36-2005 exceeding the amount required for the grade in which appointed		X	X				
J	service from date cadets graduate from the United States Air Force Academy (USAFA) for that year				X			
K	service after 25 June 1950 and before 1 July 1955 in an equal or higher Reserve or Regular grade in any Armed Forces component (see note 3)	X	X				X	
L	service after 25 Jun 1950 and before 1 Jul 1955 from the date member became eligible for a Reserve promotion as a result of serving in a higher temporary grade and completing minimum service in lower grade (see note 3)	X	X					
M	all promotion service in Army, Navy, or Marine Corps at time of transfer					X		X
N	all constructive service credited an Medical Corps or Dental Corps officer (see note 3)	X	X	X				

NOTES:

1. Adjust an officer's DOR to deduct credit if the officer is removed from active status as defined in AFI 36-2504 or if the officer is deferred from promotion. When a first lieutenant returns to active duty status, do not credit the officer with more than 3 years of promotion service; do not credit captains and majors with more than 6 years promotion service. (Do credit time on the Temporary Disability Retired List.)

2. Include service:

- a. Under a 5-year term appointment that terminated on acceptance of an indefinite term appointment.
- b. In the AFR for an ANG officer whose AFR appointment terminated on acceptance of the ANG appointment.
- c. In the ANG for a AFR officer whose ANG appointment terminated on acceptance of the AFR appointment.
- d. Or from the date the officer accepted an Army appointment or promotion to the current grade, if the officer has served continuously in the Army and the Air Force in

that grade and transferred to the Air Force before 26 July 1950.

3. Do not count service twice. If you credit a certain period of service under one rule, do not credit it again under another rule.

4. Do not credit an officer whose DOR takes effect on appointment or reappointment according to AFI 36-2005, which makes the officer eligible for promotion or promotion consideration within 12 months of the date the officer accepted the appointment. This restriction gives the officer enough time to earn at least one officer performance report before promotion consideration under AFI 36-2504.

5. Adjust an officer's DOR to deduct credit if the officer is removed from active duty status as defined in AFI 36-2504. (Do credit time in a non-promotable category, i.e., Temporary Disability Retired List or the Inactive Status List Reserve Section.)

3.2. Determining DOR of Enlisted on Enlistment or Reenlistment in the RegAF. The AFPC Promotions, Evaluations and Recognition Branch (AFPC/DP3SP), Accessions Branch (AFPC/DP3DA), and Military Personnel Section Customer Support determine DOR on enlistment or reenlistment.

3.2.1. Enlisted in the following categories receive a DOR equal to the date of enlistment in the RegAF: **(T-1)**

3.2.1.1. Nonprior-service enlistees.

3.2.1.2. Prior-service enlistees who have served less than 24 months TAFMS.

3.2.1.3. Former members of a regular component enlisting on or after their 6th anniversary of their date of separation (DOS).

3.2.1.4. ARC members who enlist in a pay grade higher than their last grade held in a regular component.

3.2.1.5. ARC members who have never served in a regular component.

3.2.1.6. Prior-service members who reenlists for six or more years after DOS from a regular component

3.2.1.7. Prior-service members who served in the Reserve or Guard component of a sister service and enlist in the RegAF in a lower grade due to calculated TAFMS date.

3.2.2. Prior-service members who separated from the RegAF and reenlist in the grade previously held and in an Air Force specialty code at the 3-skill level or higher for a directed duty assignment or for retraining into a designated Air Force specialty code, compute the DOR as follows (see examples in [Figure 3.1](#)):

3.2.2.1. Adjusted effective DOR to account for time served in the grade held prior to DOS from RegAF. Member receives one hundred percent (100%) credit for time served if reenlistment occurs prior to four years from DOS.

3.2.2.2. Member receives one-half credit for time served if the reenlistment occurs between four and six years from DOS.

Figure 3.1. Example of DOR Computation.

Start with date of RegAF enlistment.	00-03-20
Subtract the sum of the DOS (Block 12b, Separation Date This Period on the DD Form 214) + one day.	95-01-12
The difference is the break in service between regular components	05-02-08
DOS + one (Block 12b on DD Form 214).	95-01-12
Subtract DOR (Block 12h, Effective Date of Pay Grade on the DD Form 214)	93-09-19
Time in grade at time of discharge from regular component	01-03-23
Time in grade at time of discharge from regular component	01-03-23
Time in grade credit as indicated above (multiply by “.5” for half credit and “1” for full credit)	x 0.5
computes time in grade for new DOR	00-07-27
NOTE: Months are computed as 30 days. Fractions in day column are rounded up to the next whole number.	

3.2.3. Prior-service members on active duty orders with the RegAF and discharged from the ARC one day prior to reenlistment in the RegAF have the effective DOR adjusted to include time served on the active duty only if the member meets TAFMS criteria.

3.2.4. Former Air Force commissioned officers with reenlistment rights under 10 USC § 8258, *Regular Air Force: reenlistment after service as an officer*, receive the same DOR they held on discharge from enlisted status to serve on extended active duty as a commissioned officer, provided they reenlist within six months after release from commissioned officer status. **(T-0)**

3.2.5. Other enlisted ordered to extended active duty.

3.2.5.1. Former AFROTC cadets ordered to repay their obligation to the Air Force by serving on active duty as an enlisted member under 10 USC § 2105, *Advanced training; failure to complete or to accept commission*, and 10 USC § 2107, keep the DOR specified on their Reserve enlistment contract. **(T-0)**

3.2.5.2. Former USAFA cadets ordered to repay their obligation to the Air Force by serving on active duty as an enlisted member under 10 USC § 9348, *Cadets: agreement to serve as officer*, keep the DOR established on disenrollment. **(T-0)** The disenrollment order records the DOR.

3.3. Determining DOR of Reserve Enlisted Ordered to or Released from Extended Active Duty. AFPC/DP3SP, AFPC/DP3DA and Military Personnel Section Customer Support determine DOR for Reserve enlisted ordered to or released from extended active duty. **(T-1)**

3.3.1. DOR is not adjusted for a Reserve Airman on voluntary extended active duty under 10 USC § 12301, *Reserve components generally*. The effective date equals the extended active duty start date. Member maintains the rank for the duration of extended active duty tour.

3.3.2. For Airmen voluntarily ordered to extended active duty, compute the active duty DOR by backdating the date entered extended active duty by a period equal to:

3.3.2.1. The creditable service the Airman received under [Table 2.3](#), column B, while serving in or above the grade in which the Airman is entering extended active duty; or

3.3.2.2. One day for each retirement point the Airman earned in an Air Force component while serving in or above the grade in which the Airman is entering extended active duty, excluding membership points.

3.3.2.3. Do not credit service the member performed before a break in service of more than 90 days,

3.3.2.4. Do not credit service that the member performed before a break in service when the break in service was followed with service in a grade lower than the one in which they entered extended active duty. **Note:** For Reserve Airmen voluntarily ordered to extended active duty with the RegAF, the Military Personnel Section servicing the RegAF unit to which they are reporting asks AFPC/DP2LT to determine the DOR.

3.4. Determining DOR of Prior Service Member at Enlistment/Reenlistment in the ARC. ARPC/DPT computes DOR for ARC enlisted Airmen as follows: **(T-1)**

3.4.1. An Airman who is discharged or separates from any United States armed force with a military service obligation and transfers (no break in service) in the same grade held, to the ARC. The DOR is the same as that held while serving with the previous component.

3.4.2. An Airman who is discharged or separates from any United States armed force without an military service obligation, and enlists in the ARC the following day (no break in service). The DOR is the same as that held while serving with the previous component.

3.4.3. An Airman who is discharged or separates from any United States armed force without an military service obligation and does not immediately enlist with the ARC (a break in service occurs). Add the break in service to the DOR held while serving in the previous component. Example: A staff sergeant with DOR of 1 May 1995, is discharged from United States Army on 13 November 1997, enlists with the AFR on 6 June 1999. The staff sergeant had a break in service of 1 year, 6 months, and 24 days. Add the break in service to the DOR held at discharge (1 May 1995) and the new DOR is 25 November 1996.

3.5. Determining DOR of Retired Enlisted Ordered to Extended Active Duty.

3.5.1. AFPC/DP2LT, ARPC/DPT, or NGB/A1P as appropriate, establishes the DOR of retired Airmen ordered to extended active duty by adding the period between the date they retired and the date they returned to extended active duty to the DOR they held when they retired. **(T-1)**

3.6. Determining DOR of Promoted Enlisted. The Military Promotions, Evaluations, and Records Branch (AFPC/DP1SP), Office of Personnel Utilization, Retention and Customer Service (AFRC/A1K), ANG Enlisted Programs Branch (NGB/A1PP) and Military Personnel Section Customer Support determine the DOR of promoted members. The DOR of member promoted to a grade above airman basic is the same as the effective date of the promotion, except when [paragraphs 3.6.1](#) through [3.6.6](#) apply. **(T-1)**

3.6.1. Determining DOR when the commander withholds a promotion on the basis of AFI 36-2502, the member's DOR is the date the member would have been promoted originally. The effective date is the date the commander ends the withhold action.

3.6.2. When the commander defers a promotion in accordance with of AFI 36-2502, the member's DOR and effective date are the first day of the month following the month in which the deferral ended. If the commander ends deferral action on the first day of the month, the DOR and effective date are that date.

3.6.3. The DOR of a member selected for promotion, but by chance not promoted on the established promotion date, is the DOR the member would have received had the promotion occurred on time.

3.6.4. The DOR of a regular enlisted member selected in one cycle, but not promoted until the next cycle because of lack of grade vacancies, is the date the member would have received had the promotion occurred on the last day of the first cycle.

3.6.5. When an ARC enlisted member is voluntarily demoted and is subsequently promoted, adjust the DOR to credit previous service in the same grade or a higher grade. If an ARC enlisted member is involuntarily demoted, no credit is given back to member when promoted back to the higher grade.

3.6.6. Once an ARC enlisted member's (Staff Sergeant through Chief Master Sergeant) promotion is approved, the DOR is the first day of the promotion month after the member first meets eligibility requirements. Once an AFR enlisted member's (Airman through Senior Airman) promotion is approved, the DOR is the date the member meets eligibility requirements. This applies to unit, Individual Mobilization Augmentee, and Active Guard Reserve members.

3.7. Determining DOR of Demoted Enlisted. AFPC/DP1SP, AFRC/A1K, NGB/A1PP and Military Personnel Section Customer Support determine DOR of demoted enlisted members.

3.7.1. The DOR in the grade to which an enlisted member is reduced under AFI 36-2502, due to Failure to Achieve or maintain Skill Levels, Failure to Fulfill Responsibilities, or Failure to Keep Fit is the same as the effective date of the demotion action. **(T-1)**

3.7.1.1. If the enlisted member is eligible to apply for retirement in lieu of demotion but does not elect to retire, the effective date and DOR are the fourth workday after the member acknowledges receipt of demotion approval notification.

3.7.1.2. If the enlisted member is demoted under AFI 36-2502, due to Student Status Termination or Failing to Complete Training the DOR is the date on which the member first performed service in the reduced grade.

3.7.1.3. If the enlisted member is promoted to Staff Sergeant, Technical Sergeant, or Senior Master Sergeant with an approved enlisted professional military education waiver and later is dismissed for cause, declines distance learning or in residence professional military education, the DOR is the original DOR and the effective date is the date the commander approves the demotion.

3.7.1.4. If the enlisted member is an Air Force Band member and is demoted under AFI 36-2502 for Failure to Perform or Voluntary Reassignment or Reclassification the DOR is determined by AFDW/A1.

3.7.2. The DOR in the grade to which an enlisted member is reduced under Article 15, *Uniformed Code of Military Justice (UCMJ)*, is the date of the endorsement (or letter) directing the reduction. **(T-1)**

3.7.2.1. If a reduction is "set aside," the DOR and effective date revert to the original DOR and effective date the member held before reduction.

3.7.2.2. If a reduction is later suspended, the DOR reverts to the one held prior to the reduction. Effective date is the date of the letter directing the suspension.

3.7.2.3. If a reduction is suspended but the suspension is later vacated, the DOR in the grade to which the member is reduced is the date of the original reduction endorsement or letter. The effective date, however, is the date of the vacation action.

3.7.2.4. When the punishment is mitigated to the extent that the former grade is restored, the DOR and effective date are the date of the mitigation action.

3.7.3. If a grade reduction occurs because of a court-martial sentence, the enlisted member's DOR and effective date are the earlier of 14 days after the date on which the sentence is adjudged or the date on which the sentence is approved by the convening authority in accordance with 10 USC § 857, *Effective date of sentences*, unless the court-martial order specifies another date in the "action" by the convening authority. (T-0)

3.7.4. The DOR of an AFR enlisted member demoted under AFI 36-2502, for Unsatisfactory Participation in Reserve Training or Failing to Fulfill NCO Responsibilities, is the date of the demotion order. Prepare orders as soon as you receive the endorsement or letter directing the reduction. (T-1)

3.7.4.1. For an AFR enlisted member reduced under AFI 36-2502, for Failing to Fulfill NCO Responsibilities, the DOR is the former DOR of the grade to which the member is reduced.

3.7.4.2. For an AFR enlisted member reduced under AFI 36-2502, for Failing to Fulfill NCO Responsibilities, to a grade not previously held, the DOR for the reduced grade is the date on which the member first performs active service in the lowest grade held.

3.7.4.3. For an AFR enlisted member reduced under AFI 36-2502, due to apply for positions other than ART positions, including submitting any applications for voluntary recall to extended active duty, the DOR is the former DOR of the grade to which the member is reduced. If the AFR member is reduced to a grade not previously held, the DOR for the reduced grade is the date on which the member first performs active service in the lowest grade held. For both, the effective date is the day prior to the Effective Date Change Strength Accountability of reassignment.

3.8. Adjusting Enlisted DOR to Deduct Lost Time. When adjusting a member's service date to deduct lost time ([paragraph 2.3](#)), also adjust the DOR to deduct the lost time. When computing DOR, compute the actual number of days lost in that grade on a day-for-day basis.

3.9. Transmittal of Commissioning Package on Regular Officer. Packages completed in accordance with [Table 2.2](#) are mailed by the commissioning/accession sources. [Table 2.2](#), specifies what documents are needed from each commissioning/accession source. Failure to provide proper documentation affects a new officer's service verification and presents unnecessary delays which may impact pay, promotion, etc.

3.9.1. The only medical/health documents required for the accession package are Standard Form (SF) 88, *Report of Medical Examination* and Standard Form 93, *Medical Record - Report of Medical History* (or similarly approved forms serving the same purposes). These documents are forwarded in a sealed envelope with the sender's return address identifying the contents enclosed by form name and number and the subject's name. See [Table 2.2](#) for applicability.

Any other medical documents maintained by the commission/accession source are either returned to the member or mailed directly to the member's gaining medical treatment facility with appropriate safeguards. Information in the health record is personal to the individual and should be properly safeguarded. Take necessary precautions to avoid compromise of medical information during the movement of the records. Any extraneous medical/health documents received at AFPC are returned to the sender for proper disposition.

3.9.2. Mail completed package directly to AFPC/DP2LT or ARPC/DPA, within 5 duty days of commissioning (mail necessary documents from your source of commissioning/organization in the order prescribed at [Table 3.2](#)).

Table 3.2. Required Documents for each organization (to read table find the commissioning document in the first column then locate the commissioning source/organization across the top).

Commissioning Documents	Reserve Officer Training Corps	Total Force Officer Training School	United States Air Force Academy	Commissioned Officer Training			Force Support Squadron
				Physician Career Management Branch (AFPC/DP2NP)	Chaplain Career Management Branch (AFPC/DP2NH)	Judge Advocate General (AF/JA)	
AF Form 133, <i>Oath of Office (Military Personnel)</i> (dated/signed by both parties)	X	X	X	X	X	X	
AF Form 766, all pages	X			X	X	X	X
AF Form 973, <i>Request and Authorization for Change of Administrative Orders</i> , all pages (as applicable)	X	X		X	X	X	X
AF Form 899, <i>Request and Authorization for Permanent Change of Station - Military</i> ; all pages (as applicable)		X	X				
USAF Form 0-112-1, <i>Request and Authorization for Reassignment/Separation-Air Force Military</i> ; all pages			X				

Commissioning Documents	Reserve Officer Training Corps	Total Force Officer Training School	United States Air Force Academy	Commissioned Officer Training			Force Support Squadron
				Physician Career Management Branch (AFPC/DP2NP)	Chaplain Career Management Branch (AFPC/DP2NH)	Judge Advocate General (AF/JA)	
AF Form 778, <i>Reserve Appointment Order</i>	X			X	X	X	
AF Form 24, <i>Application for Appointment as Reserve of the Air Force or USAF without Component</i> , all pages	X	X		X	X	X	
DD Form 4, <i>Enlistment/Reenlistment Document Armed Forces of the United States</i> , all pages (as applicable)	X	X	X	X	X	X	
DD Form 214 (as applicable)	X	X	X	X	X	X	
DD Form 215, <i>Correction to DD Form 214, Certificate of Release or Discharge from Active Duty</i> (as applicable)	X	X	X	X	X	X	
Standard Form (SF) 88 or DD Form 2808, <i>Report of Medical Examination</i> , all pages (as Applicable)	X			X	X	X	
SF 93 or DD Form 2807, <i>Report of Medical History</i> , all pages (as applicable)	X			X	X	X	
AF Form 1056, <i>Air Force Reserve Officer Training Corps (AFROTC) Contract</i> , all pages	X						
National Guard Bureau (NGB) Form 22, <i>Report of Separation and Record of Service</i> (as applicable)	X	X	X	X	X	X	

Commissioning Documents	Reserve Officer Training Corps	Total Force Officer Training School	United States Air Force Academy	Commissioned Officer Training			Force Support Squadron
				Physician Career Management Branch (AFPC/DP2NP)	Chaplain Career Management Branch (AFPC/DP2NH)	Judge Advocate General (AF/JA)	
NGB Form 22a, <i>Correction to NGB Form 22</i> (as applicable)	X	X	X	X	X	X	
NGB Form 23, <i>Retirement Credits Record</i> (as applicable)(This form is not on file under National Guard Bureau Forms)	X	X	X	X	X	X	
AF Form 526, <i>Air National Guard/Air Force Reserve Point Credit summary</i> (Computer Generated), all pages (as applicable)	X	X	X	X	X	X	
Retirement Point Summary (Army/Navy/Marines), all pages (as applicable)	X	X	X	X	X	X	
Discharge Order (Prior Service or from another Branch of Service) (as applicable)	X	X	X	X	X	X	
DD Form 785, <i>Record of Disenrollment from Officer Candidate-Type Training</i> (as applicable)	X	X	X				
HPSP and FAP Contract, all pages (as applicable)				X			
Constructive Service Credit Worksheet				X	X	X	
Promotion Orders (Mandatory for prior-service officers including Warrant Officers); all pages (as applicable)				X	X	X	

Commissioning Documents	Reserve Officer Training Corps	Total Force Officer Training School	United States Air Force Academy	Commissioned Officer Training			Force Support Squadron
				Physician Career Management Branch (AFPC/DP2NP)	Chaplain Career Management Branch (AFPC/DP2NH)	Judge Advocate General (AF/JA)	
AF Form 1299, <i>Officer's Certificate of Statement of Service</i> (as applicable)	X			X	X	X	
DD Form 1351-2, <i>Travel Voucher or Subvoucher</i> , or DD Form 220							X

SHON J. MANASCO

Assistant Secretary of the Air Force
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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

5 USC § 552a, *The Privacy Act of 1974*

10 USC § 641, *Applicability of chapter*

10 USC § 716, *Commissioned officers: transfers among the armed forces, the National Oceanic and Atmospheric Administration, and the Public Health Service*

10 USC § 857, *Effective date of sentences*

10 USC § 971, *Service credit: officers may not count service performed while serving as a cadet or midshipman*

10 USC § 972, *Members: effect of time lost*

10 USC § 1405, *Years of service*

10 USC § 2105, *Advanced training; failure to complete or to accept commission*

10 USC § 2106, *Advanced training; commission on completion*

10 USC § 2107, *Financial assistance program for specially selected members*

10 USC § 2107a, *Financial assistance program for specially selected members: Army Reserve and Army National Guard*

10 USC § 8013, *Secretary of the Air Force*

10 USC § 8258, *Regular Air Force: reenlistment after service as an officer*

10 USC § 9348, *Cadets: agreement to serve as officer*

10 USC § 10143, *Ready Reserve: Selected Reserve*

10 USC § 12103, *Reserve components: terms*

10 USC § 12207, *Commissioned officers: service credit upon original appointment*

10 USC § 12301, *Reserve components generally*

10 USC § 12733, *Computation of retired pay: computation of years of service*

10 USC § 14507, *Removal from the reserve active-status list for years of service: reserve lieutenant colonels and colonels of the Army, Air Force, and Marine Corps and reserve commanders and captains of the Navy*

10 USC § 14508, *Removal from the reserve active-status list for years of service: reserve general and flag officers*

32 USC § 502, *Required drills and field exercises*

32 USC § 503, *Participation in field exercises*

32 USC § 504, *National Guard Schools and small arms competitions*

32 USC § 505, *Army and Air Force schools and field exercises*

37 USC § 205, *Computation: Service Creditable*

Public Law 81-351, 63 Stat. 805, *The Career Compensation Act of 1949*

Public Law 96-513, 94 Stat. 2835, *Defense Officer Personnel Management Act*

Public Law 103-337, 108 Stat. 3026, *The Reserve Officer Personnel Management Act*.

Executive Order 13478, *Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers*

Department of Defense Financial Management Regulation, Volume 7A, *Military Pay Policy – Active Duty and Reserve Pay*

Department of Defense Instruction 1310.01, *Rank and Seniority of Commissioned Officers*, 23 August 2013

Department of Defense Instruction 1312.03, *Service Credit for Commissioned Officers*, 22 November 2013

AFPD 36-26, *Total Force Development*, 22 December 2015

AFPD 36-30, *Military Entitlements*, 28 April 2015

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 January 2015

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 36-2005, *Officer Accessions*, 2 August 2017

AFI 36-2011, *Air Force Reserve Officers' Training Corps (AFROTC) Program*, 24 April 2018

AFI 36-2134, *Air Force Strength Accounting Duty Status Program*, 4 August 2014

AFI 36-2254, Volume 1, *Reserve Personnel Participation*, 26 May 2010

AFI 36-2502, *Enlisted Airman Promotion/Demotion Programs*, 12 December 2014

AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, 9 January 2003

AFI 36-3203, *Service Retirements*, 18 September 2015

Air Force Manual 33-363, *Management of Records*, 1 March 2008

Prescribed Forms

AF Form 1613, *Statement of Service*

Adopted Forms

AF Form 24, *Application for Appointment as Reserve of the Air Force or USAF without Component*

AF Form 133, *Oath of Office (Military Personnel)*

AF Form 526, *Air National Guard/Air Force Reserve Point Credit summary*

AF Form 766, *Extended Active Duty Order*

AF Form 778, *Reserve Appointment Order*

AF Form 847, *Recommendation for Change of Publication*
AF Form 899, *Request and Authorization for Permanent Change of Station - Military*
AF Form 973, *Request and Authorization for Change of Administrative Orders*
AF Form 1056, *Air Force Reserve Officer Training Corps (AFROTC) Contract*
AF Form 1299, *Officer's Certificate of Statement of Service*
DD Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States*
DD Form 214, *Certificate of Release or Discharge from Active Duty*
DD Form 215, *Correction to DD Form 214, Certificate of Release or Discharge from Active Duty*
DD Form 220, *Active Duty Report*
DD Form 785, *Record of Disenrollment from Officer Candidate-Type Training*
DD Form 1351-2, *Travel Voucher or Subvoucher*
DD Form 2807, *Report of Medical History*
DD Form 2808, *Report of Medical Examination*
National Guard Bureau Form 22, *Report of Separation and Record of Service*
National Guard Bureau Form 22a, *Correction to NGB Form 22, Report of Separation and Record of Service*
National Guard Bureau Form 23, *Retirement Credits Record*
Standard Form 88, *Report of Medical Examination*
Standard Form 93, *Medical Record - Report of Medical History*
USAFA Form 0-112-1, *Request and Authorization for Reassignment/Separation – Air Force Military*

Abbreviations and Acronyms

AF—Air Force
AFI—Air Force Instruction
AFPC—Air Force Personnel Center
AFPD—Air Force Policy Directive
AFR—Air Force Reserve
AFROTC—Air Force Reserve Officer Training Corps
ANG—Air National Guard
ARC—Air Reserve Component
ARPC—Air Reserve Personnel Center
CGDOR—Current Grade Date of Rank

DD—Department of Defense

DIERF—Date Initial Entry Reserve Forces

DIEUS—Date Initial Entry Uniformed Service

DOR—Date of Rank

DOS—Date of Separation

FAP—Financial Assistance Program

HPSP—Health Professions Scholarship Program

MILPDS—Military Personnel Data System

NGB—National Guard Bureau

OTS—Officer Training School

RegAF—Regular Air Force

ROTC—Reserve Officer Training School

SF—Standard Form

TAFCS—Total Active Federal Commissioned Service

TAFMS—Total Active Federal Military Service Date

TEMSD—Total Enlisted Military Service Date

TFCSD—Total Federal Commissioned Service Date

TFMSD—Total Federal Military Service Date

TYSD—Total Years Service Date

USAFA—United States Air Force Academy

USUHS—Uniformed Services University of Health Sciences

USC—United States Code

Terms

Active Duty—Full-time duty in a Military Service of the United States. A general term applied to all active military service, including full-time National Guard duty, without regard to duration or purpose.

Active Duty List—A single list of all Air Force officers serving on active duty in a Regular component of the Armed Forces other than those excluded by 10 USC § 641, Applicability of chapter. The list is maintained by competitive category and, within each competitive category, in the order of seniority of the grade in which they are serving.

Active Service—Service on active duty or full-time National Guard duty.

Active Status—Status of all Reserves except those on an inactive status list or in the retired Reserve. Reservists in an active status may train for points and/or pay and may be considered for promotion.

Armed Forces of the United States—A term denoting all components of the Army, Navy, Air Force, Marine Corps, and Coast Guard.

Competitive Category—A group of officers who compete among themselves for promotion. The established categories are: Line of the Air Force, Line of the Air Force-Judge Advocates, Medical Corps, Dental Corps, Chaplain, Medical Service Corps, Biomedical Sciences Corps, and Nurse Corps.

Constructive Service Credit—Education, training, or experience credit awarded at the time of original appointment, designation, or assignment to an officer category that requires advanced education, training, or special experience. Credit is not awarded for education, training, or experience obtained while serving as a Regular or Reserve commissioned officer, an officer on active duty or as a Reserve officer in an active status in any armed force, the National Oceanic and Atmospheric Administration, or the Public Health Service before such appointment, designation, or assignment.

Entry Grade Credit—For other than Line of the Air force officers, entry grade credit determines the entry grade for extended active duty and the current grade date of rank to which the officer is entitled at time of entry. Entry grade credit equals the total service credit awarded according to AFI 36-2005.

Extended Active Duty—Duty on the Active Duty List of an armed force for a period of 90 days or more.

Inactive Status—Status of Reserve members on an inactive status list of a Reserve component or assigned to the Inactive Army National Guard. Those in an inactive status may not train for points or pay and may not be considered for promotion.

Inactive Status List Reserve Section—Officers are normally retained for three years before being discharged, once discharged they have no military status and may not retire. Enlisted are retained until discharged or their Expiration Term of Service. Airmen cannot be promoted while in the Inactive Status List Reserve Section, this status is a break in active status and date of rank is adjusted accordingly.

Lost Time—As defined in AFI 36-2134. Any time a member (enlisted or officer) spends in Absent Without Leave status, desertion, or any confinement whether it is pre or post-trial confinement status is considered non-creditable service--also referred to as lost time or "bad" time. When lost time is charged, a member's service dates are adjusted forward by the number of days of lost time charged.

Member—A person appointed to, enlisted in, or conscripted into a uniformed service.

Other Than Selected Reserve—All Reserve officers not in the Selected Reserve, assigned to an inactive status list, or in the Retired Reserve. This includes the Individual Ready Reserve (both participating and non-participating) and the active Standby Reserve.

Reserve Active Status List—A list containing the names of all Air Force Reserve and the Air National Guard of the United States officers in an active status other than those on an active-duty list or warrant officers (including commissioned warrant officers).

Reserve Components—Reserve components of the Armed Forces are the Army National Guard, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air National Guard, the Air Force Reserve, the Coast Guard Reserve, and the Public Health Service Reserve. Reserve

component includes members appointed, enlisted, or inducted in the Army of the United States or the Air Force of the United States without component as defined by § 102(k) of Public Law 81-351, 63 Stat. 805, The Career Compensation Act of 1949

Selected Reserve—That part of the Ready Reserves which consists of units and, as designated by the Secretary concerned, individual Reservists trained as prescribed in 10 USC § 10143, Ready Reserve: Selected Reserve, or 32 USC § 502, Required drills and field exercises.

Uniformed Services—The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service.